



St Lucia's Primary School & Nursery
3.65, 3.66 & 3.72
(EYFS S.F 2014)

Outings and Visits

Statement of intent

St Lucia's Nursery regards outings and visits as an important part of our children's learning experience. We aim to organise visits which children will enjoy and learn from as part of our planning. The safety of the children and staff is paramount and we achieve this in accordance with the *Early Years Foundation Stage Welfare Requirements*.

- We have agreed procedures for the safe conduct of outings.
- Parents sign a general consent form on registration for their children to be taken out as a part of the daily activities of the setting.
- Parents always sign consent forms before major outings, and full details of the outing are shared with parents.
- A risk assessment is carried out before an outing takes place. The Nursery staff ensure that outings are suitable for the age and stage of development of all the children.
- We consider our adult to child ratios and may increase the number of adults attending if thought necessary.
- Named children are assigned to individual staff to ensure each child is individually supervised and to ensure no child gets lost and that there is no unauthorised access to children.
- Outings are recorded in an outings record book stating:
 - the date and item of outing
 - the venue and mode of transport
 - names of staff assigned to named children
 - time of return
- Designated Staff take a mobile phone on outings, and supplies of tissues, wipes, pants etc. as well as a mini first aid pack, snacks and water. They will also take contact details for all children attending the outing. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

- If a child is lost during an outing, then the procedure for a lost child will be followed.

This policy will be reviewed annually. It was reviewed and adopted at a meeting of St Lucia's Governing body on 19/06/2017

Review date June 2018

Signed on behalf of the Governing body _____

Role of Signatory _____